



GOVERNMENT OF KERALA



No:-IT-B1/25/2020
Electronics and IT (B)Department
Thiruvananthapuram,
Dated:18/05/2020

CIRCULAR

Sub: E&ITD-COVID-19- Collection of personal information- General guidelines on data collection and processing- issued-reg

In the context of the outbreak of COVID19 (Corona Virus Disease-19), many Government Departments and agencies are collecting data for various purposes associated with the containment activities. The following guidelines are to be scrupulously followed by the departments and agencies using electronic means for the collection, transmission, storage or processing of data of citizens. This is applicable for usage of tools developed by Government agencies or third party players.

1. All data collection processes should strictly comply with the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011 issued by Ministry of Electronics & Information Technology (MeitY), Government of India.

2. If any sensitive personal data as defined by the above rules are collected, explicit consent shall be obtained from the data principal.

3. The data transmission shall be encrypted as per the approved encryption protocols.

4. It should be ensured that all the data collected and collated from the citizens of the State in context of COVID-19 containment activities should be anonymised before the same is shared with any third party service provider/software used for processing the data as per the agreement, so that unique identification of the data principal shall not be possible. This shall be applicable to all the data already collected and to be collected in future with respect to COVID-19.

5. It is mandatory to inform every citizen/data principal, from whom data is to be taken, that such data is likely to be accessed by third party service providers and their specific consent to such effect shall be obtained in the necessary forms or formats.

6. The privacy policy illustrating the compliance with same shall be

File No.IT-B1/25/2020-ITD

available for access in vernacular and English in the collection device, like app, webapp, webform etc.

7. The privacy policy shall also explicitly specify the purpose for which data is collected and the data should be used only for the purpose for which it has been collected.

8. To the extent possible, data collected shall be stored in encrypted form in the State Data Centre. If data is stored in Cloud, the Cloud service provider shall be approved by Government of India and guidelines issued by Government of India for procurement of cloud by Government Departments shall be strictly followed.

9. If data is collected from a data principal involuntarily using an automated device, like GPS, Bluetooth etc., this shall be done on prior explicit consent of the data principal.

10. If a third party system is used, the compliance of the system with ISO27000 shall be preferred.

11. Any software or application to be hosted in the SDC shall be security audited before hosting in the SDC.

**TOM JOSE
CHIEF SECRETARY**

To:

All Additional Chief Secretaries/Principal Secretaries/Secretaries/
Special Secretaries.
All Departments in the Government Secretariat(through e-office)
All Head of the Departments (through the Departments concerned)
All District Collectors
The Director, Kerala State IT Mission
The Registrar, C-DIT, Thiruvananthapuram
The Principal Accountant General (A& E)/ (G & SSA),
Thiruvananthapuram
The Director, I & PRD
Information Officer, I & PRD (Web and New Media)
Stock File

Forwarded / By order,



Section Officer.